*TC/PC Exists to
Facilitate and Encourage
the Cooperative Exchange of
PC Knowledge and
Information Across
All Levels of Experience*

March 2011

**General Meeting:
Tuesday, Mar. 8, 7 PM**

General Meeting

**Tuesday, March 8, 2011
at 7:00 PM**

The Apple iPad
**Presenter: Eric from
The Ridgedale Apple Store**

**Location: Summit Place
8505 Flying Cloud Drive
Eden Prairie, MN 55344**

Join Eric from the Ridgedale Apple store. Eric will discuss the Apple iPad:

- What it is.
- What it does.
- How it can be used to simplify a person's computing experience.

He will briefly cover topics from email, web browsing, watching movies / TV shows, and productivity to running any of the 350,000+ apps available on the App Store. See why the iPad is a truly magical and revolutionary device.

Q & A's after the talk.

[Editor's note: The Apple iPad 2 is coming out the week of our meeting, so come and find out what's new.]⌨

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Last Month's Meeting: VMWare in Depth
By Sharon Walbran, SQWalbran(at)yahoo.com

Jim Grotz gave us details of critical warnings from the PC gurus at *MaximumPC* magazine who are alerting users that the current computing environment is the most susceptible to malware and computer hacking it has ever been. The hackers and malware creators are finding more and more ways to steal your identity and gain access to your financial information and accounts. Jim mentioned a client of his who had her identity stolen and the nightmare she has lived for the past six years trying to straighten it out. One of the best ways to avoid these problems is to use VMWare on a CD to work online using a virtual machine and then when you exit VMWare and remove the CD the hackers have no way to get at your information because you have not left any footprints behind.

Jack Ungerleider walked us through the simple process of using a user-friendly version of VMWare. Not only that but he created enough CDs with the VMWare software in a format easy to use on any computer and made the CDs available free to anyone interested. Each member attending walked away with one. What a great gift for our members.

Thanks to both of you for your hard work and generosity.[Back to Page 1]▤

Word Tips: Printing Odd or Even Pages

There may be many times that you need to print either odd or even pages in a print job. For instance, you may want to put your pages through the printer twice so you can print on both sides. This is easy to do in Word by following these steps:

1. Press **CTRL+P**. Word displays the Print dialog box.
2. Adjust the printing settings as desired.
3. Using the Print drop-down list at the bottom of the dialog box, choose either Odd Pages or Even
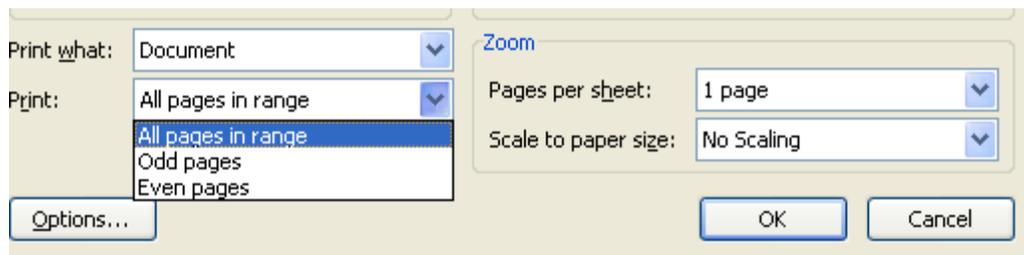
Pages, as desired. (Make sure you use the Print drop-down list, not the Print What drop-down list.)
4. Click on OK. Your document is printed.

The above steps work great in any version of Word up through Word 2007. If you are using Word 2010, then the Print dialog box was done away with. You should follow these steps, instead:

1. Press **CTRL+P**. Word displays the File tab of the ribbon, with printing options visible in the tab.
2. Adjust the printing settings as desired.
3. Using the first drop-down list under the Settings heading, choose Only Print Odd Pages or Only Print Even Pages, as desired.
4. Click on Print. Your document is printed. [Back to Page 1]▤

Oracle and the Future of OpenOffice.org

By Geof Goodrum, President, Washington Area Computer User Group, VA, December 2010 issue, The Cursor, www.wacug.org, president (at) wacug.org

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Oracle Corporation, a technology company best known for its flagship commercial relational database management software, is alienating the Open Source community it once embraced. In 2008, Sun Microsystems acquired MySQL AB, the company that developed and provided commercial support for the highly popular relational database management system (RDBMS) software, MySQL, which is available in both Open Source and commercial license versions. MySQL is very popular (estimated at over eleven million installations) as backend software used by web sites world-wide, comprising part of the "LAMP" (Linux, Apache, MySQL, PERL/PHP/Python) software stack.

Sun Microsystems is perhaps best known for the Java programming language used to develop software that can run on a wide variety of computer platforms. The Open Source community has been pushing for the release of control over the Java language specification to the community since at least 2004. In 2006, Sun released Java software components under the GNU General Public License, but continued to release "non-free" executable versions.

Sun Microsystems also sponsored the OpenOffice.org community project, which developed and distributed a free, Open Source productivity suite comparable to Microsoft Office and built upon code from the commercial StarOffice product, previously acquired by Sun.

In 2010, Oracle Corporation completed acquisition of Sun Microsystems, including MySQL, Java, and OpenOffice.org. During the acquisition, the MySQL community expressed concerns that Oracle would discontinue support for MySQL as it competed with Oracle's commercial RDBMS products. While this has not happened, Oracle recently doubled MySQL support service costs.

In August 2010, Oracle sued Google over its implementation of Java in the Linux-based Android operating system, claiming infringement on seven patents. This move alienated the Java developer community.

In September, a core group of over30 leading contributors to the OpenOffice.org project formed The Document Foundation with support from organizations including Red Hat, Novell, Google, Open Source Initiative, Canonical, and the Free Software Foundation. The Document Foundation's primary purpose is to support the community development of LibreOffice, a productivity suite built upon the OpenOffice.org source code. This move was in response to ongoing concerns about Oracle's governance and development process for the OpenOffice.org project, including Oracle's reluctance to accept patches to the software. The Document Foundation's stated mission is to *facilitate the evolution of the OpenOffice.org Community into a new open, independent, and meritocratic organizational structure within the next few months. An independent Foundation is a better match to the values of our contributors, users, and supporters, and will enable a more effective, efficient, transparent, and inclusive Community. We will protect past investments by building on the solid achievements of our first decade, encourage wide participation in the Community, and co-ordinate activity across the Community.*

Oracle responded to the formation of The Document Foundation by insisting that members step down from their positions on the OpenOffice.org project as it created a conflict of interest. As a result, it appears that community developers are migrating from OpenOffice.org to work on LibreOffice.

At this point, it appears that Oracle has squandered whatever credibility it had with the Open Source (MySQL, Java, OpenOffice.org) developer community, and the future of the original OpenOffice.org project is very questionable.

However, expect to see rapid development and improved software quality for LibreOffice under The Document Foundation. [Back to Page 1]⌐

An App – What it is and What it does

By Sandy Berger, Compu-KISS, www.compukiss.com, Sandy (at) compukiss.com

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An app can be found on the iPhone and the iPad as well as many other smart phones and tablet PCs. In fact, Apple's introduction of the idea of apps in 2008 is what made smart phones and tablet PCs so popular. Up until that time, we were all used to full-blown programs like those that run on a computer. Most of these programs contain millions of lines of code, have numerous functions, and have menus that open up to reveal a multitude of choices.

In contrast, an app is a little mini program that has one basic function. It is an expression in simplicity. A good app does only one thing and it does it very quickly and easily. There are no nested menus and there are very few choices to make. One similarity between a full-blown program and an app is that both can be started by an icon that you choose by using a mouse or by pressing your finger on the screen.

One of the best things about apps are that they are easy to use. The true beauty of the apps, however lies in their variety. There are hundreds of thousands of apps, but you don't have to use them all. You can choose only the ones you want. A computer program may be able to handle 100 different functions. Even if you only want to use one of those functions, you still have to install the entire program. Apps are different. You only install the ones you need.

However, like computer programs, apps are specific to an operating system. For example, a program that is created for the Mac will not run on a PC. An app that was created for the iPhone will not work on an Android phone. Each operating system has their own App Store or Marketplace where you can download apps. Many apps are free. Many are under $2.

Right now there is a large selection of apps for the Apple iPhone and iPad at the iTunes App Store. BlackBerry, Google (Android), Microsoft, Nokia, and Samsung all offer apps through their own app storefronts.

If you have never used a smart phone or a tablet PC that uses apps, you will be amazed by the sheer number and variety of apps. Apple has over 300,000 apps in their App Store. Google has more than 200,000 in their marketplace.

Because of the wide variety of apps, it is difficult to talk about them all, but let me give you a quick idea of what an app can do. Using an app, you can express your artist abilities, play the piano, or visit with your Facebook friends. You can turn your phone into a level to get that picture straight, or turn it into a light saber and become a savior of the universe. There are apps to let you play games, find recipes, read news, get stock quotes, follow sports, shop, and compare prices. There are apps that help you relax, time the seeping of your tea, identify any song, tune your guitar, and even match the color of any object to a paint color.

Yes, there is an app that will help you do almost anything. And people are using these apps in numbers that seem almost unimaginable. The Apple app store opened on July 10, 2008 and they have already had over 10,000,000,000 downloads. The wild popularity of apps will entrench that word in the technical dictionaries for many years to come. [Back to Page 1]

TC/PC Calendar Dates

Saturday, March 5, 9-12, Systems on Saturday	Saturday, April 2, 9-12, Systems on Saturday
Tuesday, March 8, 6-7PM, Picture Perfect SIG	Saturday, April 9, 9-12, Linux on Saturday
Tuesday, March 8, 7-8:30PM, General Meeting, Apple iPad	Tuesday, April 12, 6-7PM, Web SIG
Saturday, March 12, 9-12, Linux on Saturday	Tuesday, April 12, 7-8:30PM, General Meeting, TBA
Saturday, March 19, 9-12, MS Office (including Access)	Saturday, April 16, 9-12, MS Office (including Access)

PC Cooling - Keep it Cool!

By Phil Sorrentino, President, Sarasota Personal Computer Users Group, Inc., FL, President (at) spcug.org

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Just like your car, your computer has to be cooled because it generates a lot of heat. Some of the computer's components produce large amounts of heat during operation, and this heat must be removed in order to keep these components within their safe operating temperatures. PC Cooling, then, is the process of removing the heat from the computer's components. Components which produce heat and are susceptible to performance loss and/or damage due to that heat include integrated circuits, such as the Central Processing Unit (CPU), graphics processors, chipsets, and memory. Hard drives also produce heat but typical air flow is usually adequate to keep them within their operating temperature. (Although some of the very fast drives (10,000 rpm), may need additional cooling.)

Most of the heat produced in a computer is generated by the power supply, the CPU and possibly the graphics processor. That's probably where you'll find the additional fans (beyond the normal chassis cooling fans). You might not think such a small electronic chip, the CPU, could generate so much heat, but many modern CPUs need a separate fan mounted on a heat-sink to remove all of the heat generated. Overheated parts generally exhibit a shorter maximum life-span and may give sporadic problems resulting in system freezes or crashes. PC Cooling is mainly done using heat sinks to increase the surface area which dissipates heat, fans to speed up the exchange of air heated by the computer parts for cooler ambient air, and in some cases soft cooling, or the throttling of the speed of some computer parts in order to decrease heat generation.

First a little thermodynamics review. A heat-sink is an object that moves heat from an object that it is trying to cool, to a lesser hot area or object. It absorbs heat from an object, and transfers that heat to another object or the surrounding air. In the computer, a heat-sink, usually made of aluminum, is placed in direct contact with the CPU chip. A thermal grease is used to help the heat transfer from the CPU chip to the heat-sink. The heat is then typically transferred to the ambient air (the lesser hot area). The heat sink helps cool the CPU by transferring heat from the CPU, at a relatively high temperature, to the ambient air, at a relatively lower temperature. This transfer of heat keeps the CPU from overheating and possibly shutting down. The most common design for a heat-sink is a piece of metal with many fins. The large surface area due to the fins results in the rapid transfer of heat to the surrounding, cooler air. A fan improves the transfer of heat from the heat-sink to the air by moving cooler air between the fins. This is how the combined heat-sink and fan work to cool down the CPU chip.

Now all that may seem a bit academic, but the point is that the components inside the PC must be cooled. You know how good you feel when you turn on a fan on a hot day. The heat-sinks and the fans are necessary for your computer to continue operating. So, if your fans stop or your heat-sinks stop being effective, your computer will eventually stop operating. If a fan stops it is usually easily noticed either by seeing it stopped when the computer is on or the lack of air flowing or the lack of the sound of the fan motor. It's the heat-sinks operation that is hard to determine. The best way to discern the operation of the heat-sink is to look at it. (Yes, that means removing the cover.) It should be nice and shiny and new looking, and not covered with dust or animal hair. Dust covering the heat-sink will impede its ability to transfer heat to the air, even if the fan is moving the air over the dust laden heat-sink.

A visual check of the cleanliness of the heat-sinks every 3 to 6 months is advisable. (Maybe even more often if your computer is in a dusty environment, {like in the corner of a room on a rug}, and/or you have furry pets in the area.) Make sure you unplug the computer before you do this. While you are in there checking, take a can of "dust remover", which is like compressed air, and blow out all of the dust you can see, especially around the CPU heat-sink. Also, make sure all of the inlets and exhaust holes in the case are free from dust and debris so that the normal air flow will not be disturbed. That can of "dust remover" is your best defense against dust buildup both on the heat-sink surfaces, and around the air holes. (Keep a can of dust remover close at hand and give a package of them to your computer owning friends during the holiday season.) Follow the directions on the can. Be especially careful not yo hold the can on an angle or upside down, as doing so may force out a flammable freezing liquid. (Note that it is normal to feel the bottom of the can getting cold while the can is blowing air.) If you blow out the dust every 3 to 6 months, your computer should run nice and cool for many years, and you'll be spared some very strange and possibly aggravating problems.[Back to Page 1]

Image Resizer

By Lynn Page, Editor, Crystal River Users Group, Florida, December 2010 issue, CRUG newsletter, www.crug.com, newsletter (at) crug.com

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If you upgraded from Windows XP to Vista or Windows 7 you may miss the XP Powertoy Image Resizer. It was great when you needed to quickly create different size images of a photo. Maybe you need a small image to email or a special size for desktop wallpaper. There are many reasons to create a particular size image. Images can be resized in a photo editor. My choice is Corel Paint Shop Pro Photo. I use it to edit and size my digital photos. But then if I want a special size edited photo it is quicker to use Image Resizer. Download from imageresizer.codeplex.com. http://www.imagesizer.codeplex.com [Editor's note: Enter "Image Resizer" in the search box.]

Image Resizer is a clone of the Image Resizer Powertoy for Windows XP. To use Image Resizer locate the photo or photos in Windows Explorer. Select the photos to resize and then right click on the selection.

In the resize Pictures dialog box select from the predefined sizes. To specify a custom size click the Advanced button. The advanced area also contains two other selections. Toggle them on or off. I recommend leaving the Resize the original pictures unchecked. You don't want to inadvertently resize a large image to 854 x 480.
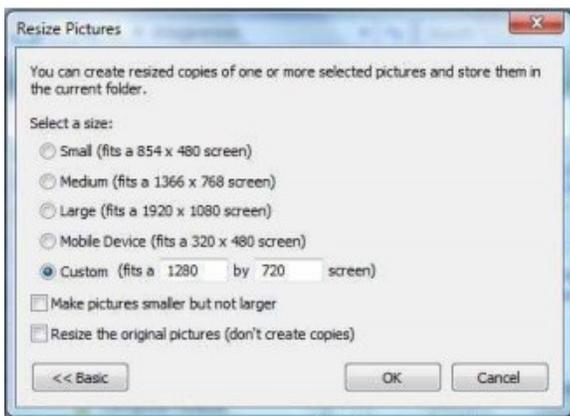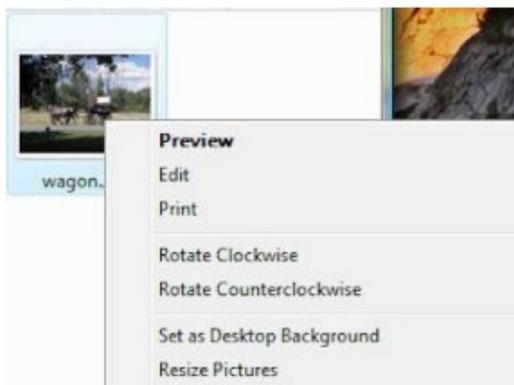
The new images are saved indicating a size.
[Back to Page 1]
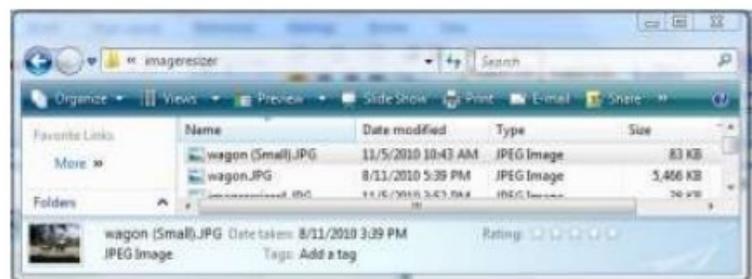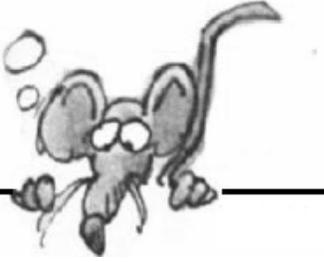
NIBBLERS

By Jeannine Sloan

How to Enable or Disable the Libraries Feature in Windows 7

The libraries feature in Windows 7 seems to be something you either love or hate. This site will give you instructions about how to either enable or disable the feature:
http://www.howtogeek.com/howto/21462/how-to-enable-or-disable-the-libraries-feature-in-windows-7/

Where Did That Download Go?

Your browser chooses where downloads go, but you can control the process. Instructions for Firefox or Chrome here:
http://www.pcworld.com/article/217112/how_to_specify_a_location_for_saving_downloads.html

Social Network Surveillance

Insurance fraud investigators - actually, people who are paid to find any excuse to deny a claim or cancel coverage - troll Facebook, MySpace, LinkedIn, Twitter, and other social networks looking for evidence…
Potential and current employers use social network surveillance to find discrepancies between employment applications and work histories…
Private investigators love social networks…
Local police probably make greater use of social networking surveillance than any other group.
The moral of all this is:
Don't put anything on social networks that you wouldn't want your worst enemy to see!
Read more:
http://askbobrankin.com/social_network_surveillance.html?awt_l=DDHJZ&awt_m=1fVfa72dVOP6SL
From Ask Bob Rankin ezine.

Do-Not-Track is all About Cookies?

Cookie data is what can 'carry' from site to site. Clear it, and the only other way you're 'tracked' is by IP address. You can launch a private browsing session through means of the mouse, but it's better if you just remember the keystroke. When the browser is open:
Firefox: CTRL+SHIFT+P Internet Explorer 8: CTRL+SHIFT+P Chrome: CTRL+SHIFT+N
From PCMcch ezine

DotWhat.net

This site provides you with detailed information on file extensions and formats.
"Thanks to years of research and help from our loyal visitors, we now have one of the world's largest and most detailed databases of file extension information, covering multiple operating systems from Microsoft's Windows, Apple's OS X and all variations of Unix to those used on the latest mobile devices and phones."
http://dotwhat.net/
From Computer Tips ezine

What does DCIM mean?

DCIM stands for Digital Camera IMages. All digital cameras use this acronym to name the folder where the image files are saved.
From Windows News &

Hard drive sounds

These recordings are some typical sounds we hear in our data recovery lab. If a hard drive is making noises like these and you are still able to access your files - **backup immediately**.
http://datacent.com/hard_drive_sounds.php

Speed up Windows by stripping it down

http://www.itworld.com/windows/135584/speed-up-windows-stripping-it-down?page=0%2C1&source=ITWNLE_nlt_windows_2011-02-08

Removing Adware from Your PC

Oftentimes, there are programs that add themselves to your computer without your knowledge. When that happens, the next time you restart your PC, your system dutifully runs them and you will have pop ups coming up all over your screen. To precisely tackle this problem, go to this site and follow the instructions.
http://www.worldstart.com/removing-adware-from-your-pc/
From Computer Tips ezine

Fotografix

A portable image editor that provides powerful tools. Tools include clone and layers: Download site:
http://lmadhavan.com/software/fotografix/#highlights

Facebook Finally Offers Users The Encryption They Deserve

If you're an avid Facebook user then there's one new feature you'll probably want to enable straight away – the option to login, browse and do all your social networking worry-free, using a secure HTTPS connection to the server...
http://www.makeuseof.com/tag/facebook-finally-offers-users-encryption-deserve-news/

"Security through obscurity" more or less means "hiding in plain sight"

If you write data to a 5.25 floppy diskette, nobody else will be able to read it because save for vintage computer hobbyists, nobody has the drives.

Quote

Email, instant messaging, and cell phones give us fabulous communication ability, but because we live and work in our own little worlds, that communication is totally disorganized.
Marilyn vos Savant

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Digital Asset Management Software

By Mike Morris, Editor, Front Range PC Users Group, CO, February 2011 issue, k-Byte™newsletter, http://www.frpcug.org, twriterext (at) gmail.com

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What is interesting to me is that many of today's digital imaging software applications offer both image editing and what is called "Digital Asset Management" (DAM) capabilities.

In the not-so-distant past, the only image software choice was what image editor to use (Photoshop or something else). But with the "explosion" of digital camera use, keeping track of all the images (and protecting intellectual property rights) has clearly become a significant issue. While this is certainly an issue especially for professional photographers, with digital cameras, even the most casual photographer will soon find hundreds, if not thousands of photos on their computer.

Perhaps you are thinking, as you read this, that you don't need image management of any kind, because your digital camera provides all the necessary information.

Actually, that is NOT the case. The camera provides information about camera settings (including date and time of the photo). But not included in that data is information such as the event (e.g., parent's 50th wedding anniversary), or the names of the people in the photo. Yes, you may have an excellent memory, but your children and grandchildren probably won't remember or know the names of all the people in the photos of those special events (I can verify that from personal experience).

That is why image management software is so helpful—it allows you to capture that information. You have a wide range of software choices for this application:

DigiKam (http://www.digikam.org/), an image management application claimed to be designed by photographers, and is open source and therefore free. This application offers both DAM and image editing capabilities (which are significant, although not equivalent to the editing features of Photoshop or GIMP). For Windows users, you can download the Windows version from download (http://bit.ly/hWfFrt).

DigitalPro (http://bit.ly/faHwgJ), also claimed to be designed by photographers, and is proprietary ($179). This application is primarily for image management (and primarily for professional or advanced amateur photographers), not image editing.
6

Bibble Labs (http://bibblelabs.com/) Pro (and Lite). This proprietary application ($199.95) offers both editing and DAM features. One major claim on their website is that this application is faster than any other. For a list of editing tools this application provides, connect to features (http://bit.ly/82JzsV).
6

Adobe CS3 (and later) applications. The Adobe Bridge program is bundled with the CSx (the latest release is CS5) series of Adobe products. In my case, I received it when I purchased Adobe InDesign CS3. Adobe Bridge brings DAM features to the Adobe products, all of which, as I am sure you know, are very expensive applications (full retail price for Photoshop CS5 is $699). They are, however, designed for professional/ business use, originally commercial printing, but now expanded into electronic publishing as well. The Adobe products (Photoshop, Illustrator, InDesign among others), despite the many competitors, are still considered industry "standards." For more information on these products, connect to Adobe (http://www.adobe.com).
6

Adobe Lightroom. From Wikipedia (http://bit.ly/3wnGqF) is this description: Lightroom is an application "...designed to assist professional photographers in managing thousands of digital images and doing post production work. It is not a file browser like Adobe Bridge, but rather an image management application database which helps in viewing, editing, and managing digital photos, the same way photographers used to do in the non-digital world." Connect to Lightroom (http://adobe.ly/6dBIz) for a list of features. Full retail price is $299.
6

For the casual computer user/casual photographer, there is **Google Picasa** (http://picasa.google.com/). It offers simple image organizing features and a few simple editing features. It is free, and "automatic." After you download and install the program, it will, when you first launch it, catalog virtually all the images (with a few minor exceptions) on your computer.

Most, if not all major camera makers provide some software with their cameras that include some basic image organization and image editing features.

There are many other choices, some of which you can find in the Wikipedia comparisons at: image viewers (http://bit.ly/asWUi), image organizers (http://bit.ly/CNnwr), and graphics editors (http://bit.ly/10xtOU).

I ended up with Adobe Bridge "by default." Since I make no claim to being a professional photographer, or even (yet) a knowledgeable amateur, I would very probably have picked a free application (such as DigiKam) for "Digital Asset Management" if I didn't already have Bridge.

For me, Picasa does not have enough features. However, I expect it will be sufficient for many digital camera users.

I have not tried to compare in detail either editing features or DAM capabilities of these programs. I have, however, scanned through the DigiKam manual (http://bit.ly/hZaFX9). My conclusion is that if you download and install DigiKam and GIMP, you will have a very powerful, very feature-rich set of image editing and image management tools. Thanks to FRPCUG member Bert Broekstra for his comments on DigiKam, and for finding the DigiKam PDF manual link. [Back to Page 1]🖥

The Seventh Son of Windows: Customizing the Notification Area

By Lee Reynolds, Contributing Editor, Boca Raton Computer Society, FL, February 2011 issue, Boca Bits, www.brcs.org, leetutor@exploringwindows.com

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Introduction The "Notification Area" is that area on the right-hand side of the Taskbar where your system clock resides, and probably a large number of other icons. It used to be called, prior to Windows XP, the "system tray." Programs just love to install an icon there, to supposedly speed up access to their features. You doubtless have a lot of not very useful icons there, which can sometimes be removed by selecting an option or preference from the menus of the associated program. And in XP and Vista, you can right click the Taskbar, select Properties from the context menu that scrolls out, click on the Notification Area tab, and then perform various operations in order to "hide inactive icons."

Windows 7 DEFAULT This situation has improved a lot in Windows 7. By default, there are only four icons that will appear in your Windows 7 taskbar notification area:

- The Sound icon (so you can adjust the volume of your speakers or mute them)
- The Network icon (so you can perform maintenance tasks concerning your network connection)
- The Battery icon (if you're running Windows 7 on a laptop) to tell you how much charge is remaining to your pc's battery or whether it's charging if you are running your laptop plugged into a wall outlet
- An icon connected with a new Control Panel applet called Action Center

Additional If you have any other icons in the Notification Area (such as one for your antivirus program, for example), they will usually be found by clicking the little upward-pointing carat to the left of the Action Center icon, which causes a small popup window to be shown. If you want to see any of those icons in this popup window in your Notification Area instead, you can just drag them down there.

Windows 7 Action Center The Action Center icon will normally handle all those notification messages coming from the system when some program thinks you need to take an action of some kind.

For example: download important updates from Microsoft Update, or perform a scan with Windows Defender, or download the most recent antivirus data, etc.

In Windows 7 there is now a new Control Panel applet called Notification Area Icons, which takes the place of the corresponding tab of Taskbar Properties in Windows

Vista, XP, and previous versions. When you go to that Control Panel applet, you will be shown a list of each of the Notification Area icons, and for each one you can use the "list box" next to it to choose one of three possible settings:

- Show icon and notifications
- Hide icon and notifications
- Show only notifications. [Back to Page 1]🖥

Excel Tips: Displaying a Hidden First Column

Excel makes it easy to hide and unhide columns. What isn't so easy is displaying a hidden column if that column is the left-most column in the worksheet. For instance, if you hide column A, Excel will dutifully follow out your instructions. If you later want to unhide column A, the solution isn't so obvious.

To unhide the left-most columns of a worksheet when they are hidden, follow these steps:

1. Press **F5**. Excel displays the Go To dialog box.
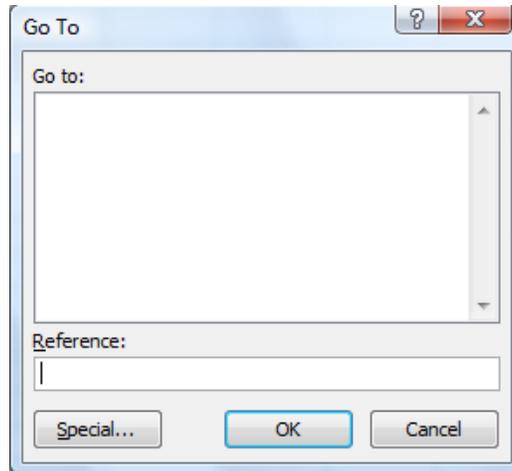
The Go To dialog box.

2. In the Reference field at the bottom of the dialog box, enter A1.
3. Click on OK. Cell A1 is now selected, even though you cannot see it on the screen.
4. Unhide the column. (In Excel 2007 or Excel 2010, display the Home tab of the ribbon and click Format | Hide & Unhide | Unhide Columns. In older versions of Excel choose Format | Column | Unhide.)

Another way to display the first column is to click on the header for column B, and then drag the mouse to the left. If you release the mouse button when the pointer is over the gray block that marks the intersection of the row and column headers (the blank gray block just above the row headers), then column B and everything to its left, including the hidden column A, are selected. You can then unhide the column.

A third method is even niftier, provided you have a good eye and a steady mouse pointer. If you move your mouse pointer into the column header area, and then slowly move it to the left, you notice that it turns into a double-headed arrow with a blank spot in the middle as you position the pointer over the small area immediately to the left of the column B header. This double-headed arrow is a bit difficult to describe; it looks most closely like the double-headed arrow that appears when you position the pointer over the dividing line between column headers. It is different, however, because instead of a black line dividing the double arrows, there are two black lines with a gap between them.

When your mouse pointer changes to this special double-headed arrow, all you have to do is right-click and choose Unhide. Your previously missing column A magically reappears. [Back to Page 1]⌨